



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Kevin Graves • Director – Bill Pease • Director – Chris Steele

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**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday July 3, 2013  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

Call business meeting to order – 7:00 p.m. by President Simon  
Pledge of Allegiance – Led by President Simon  
Roll Call – All Present

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None

**C. PRESENTATIONS**

None

**D. AREA AGENCIES REPORTS / PRESENTATION**

**1. Sheriff's Office Report**

Lieutenant Alan Johnson – Provided the law enforcement report for the month of June. There was discussion between the Board and Lieutenant Johnson.

**2. CHP Report**

Officer Eric Brewer – Provided an update of the services to the Town of Discovery Bay. There was discussion between the Officer and the Board.

**3. Fire District Report – No Report**

**4. East Contra Costa Fire Protection District Report – No Report**

**5. Supervisor Mary Piepho, District III Report – No Report**

**E. COMMITTEE/LIAISON REPORTS**

**1. Trans-Plan Report – No Report**

**2. County Planning Commission Report – No Report**

**3. Code Enforcement Report – No Report**

**4. Special Districts Report\*\* – No Report**

\*\*These meetings are held Quarterly

**F. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

**1. DRAFT minutes of previous special meeting dated June 19, 2013**

**2. DRAFT minutes of previous regular meeting dated June 19, 2013**

**3. Approve Register of District Invoices**

**Motion by:** Vice-President Graves to approve the Consent Calendar

**Second by:** Director Pease

**Vote:** Motion Carried – AYES: 4, NOES: 0

**G. NEW BUSINESS AND ACTION ITEMS**

- 1. Consideration of a Supplemental Environmental Project pertaining to the State Regional Water Quality Control Board for Administrative Civil Liabilities imposed upon the Town of Discovery Bay in the amount of \$54,000.00**

**General Manager Howard** – Provided details of item G-1.

**District Engineer Harris** – Provided additional details of item G-1. There was discussion between the Board, the General Manager, and the District Engineer.

**Motion by:** Director Pease to Approve a Supplemental Environmental Project involving the District's Wetlands Demonstration Project in the amount of \$34,500.00 pertaining to the State Regional Water Quality Control Board for Administrative Civil Liabilities Assessments

**Second by:** Vice-President Graves

**Vote:** Motion Carried – AYES: 4, NOES: 0

- 2. Award of Contract to Vintage Contractors for the Cornell Park Pickle Ball Conversion project**

**General Manager Howard** – Provided details of item G-2. There was one Public Comment Speaker.

**Motion by:** Director Steele to Award contract to Vintage Contractors in the amount of \$24,820.00 for the Cornell Pickle Ball Conversion project; and authorize the General Manager to execute all contract documents.

**Second by:** Vice-President Graves

**Vote:** Motion Carried – AYES: 4, NOES: 0

**H. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**Director Steele** – Provided the report and details of the Byron Union School District Special meeting dated July 3, 2013.

**I. MANAGER'S REPORT**

None

**J. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

- 1. Town of Discovery Bay "DRAFT" Employee Personnel Manual**

**General Manager Howard** – Provided details of item J-1. There was discussion between the General Manager and the Board. The Employee Personnel Manual will be brought back to the Board on August 21, 2013.

**K. DISTRICT LEGAL COUNSEL REPORT**

None

**L. COMMITTEE UPDATES – Discussion and Possible Action**

1. Approved minutes from the Community Center meeting dated May 29, 2013

- 2. Community Center Status Report (No written report)**

**General Manager Howard** – Provided an updated regarding the Community Center

**M. CORRESPONDENCE – Discussion and Possible Action**

1. R – Letter from Supervisor Piepho regarding the Caltrans Right of Way dated June 11, 2013

**N. PUBLIC RECORD REQUESTS RECEIVED**

**O. FUTURE AGENDA ITEMS**

**P. ADJOURNMENT**

The meeting adjourned at 7:41 p.m. to the next meeting dated July 16, 2013 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 07.08.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>